

Cyngor Cymru Hedys  
Uwch Cymru  
Higher Education Funding  
Council for Wales

Cwm Llanishen  
Clos Ilex, Llanisien  
Caerdydd, CF14 5DZ  
Ffôn 029 2076 1861

Llanishen Court  
Ilex Close, Llanishen  
Cardiff, CF14 5DZ  
Tel 029 2076 1861

**hefcw**

[www.hefcw.ac.uk](http://www.hefcw.ac.uk)

# Cylchlythyr | Circular

## The HEFCW part-time undergraduate fee waiver scheme

**Date:** 07 August 2015  
**Reference:** W15/19HE  
**To:** Heads of higher education institutions in Wales  
Principals of directly-funded further education colleges in Wales  
**Response by:** 13 November 2015  
**Contact:** Name: Steve Williams  
Telephone: 029 2068 2285  
Email: [steven.williams@hefcw.ac.uk](mailto:steven.williams@hefcw.ac.uk)

This document describes HEFCW's part-time undergraduate fee waiver scheme and sets out the criteria students will need to meet in order to be eligible for a fee waiver under the scheme.

If you require this document in an alternative accessible format, please telephone us on (029) 2068 2225 or email [info@hefcw.ac.uk](mailto:info@hefcw.ac.uk).



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## Introduction

1. This document describes HEFCW's part-time undergraduate fee waiver scheme and sets out the criteria students will need to meet in order to be eligible for a fee waiver under the scheme.

## Background

2. HEFCW's part-time undergraduate fee waiver scheme offers grants to institutions that waive fees for certain part-time students who are unemployed and registered jobseekers or are in receipt of Department for Work and Pensions (DWP) benefits. Part-time higher education is a Welsh Government and HEFCW priority. This has been emphasised in the Welsh government's Policy Statement on Higher Education<sup>1</sup> and HEFCW's Part-Time Higher Education Position Statement.<sup>2</sup>
3. The part-time undergraduate fee waiver scheme is designed as an instrument to help promote social justice and to assist more people to obtain higher level qualifications. As such the scheme is intended to contribute towards widening access and increasing rates of retention, progression and success.
4. Students apply directly to institutions for fee waivers and HEFCW will provide fee waiver grants to those institutions on the basis of returns they supply. This scheme does not therefore involve direct contact between students and HEFCW.
5. In March 2013, the Minister for Education and Skills announced changes to the part-time student support system from 2014/15 for those studying part time higher education.<sup>3</sup> In response, HEFCW reviewed its part-time fee waiver scheme arrangements and, following consultation, revisions were detailed in circular W14/28HE, 'The HEFCW part-time undergraduate fee waiver scheme'.<sup>4</sup> The proposed changes to the scheme, outlined in the circular, have applied from 2014/15 onwards.

## Part-time student support arrangements from 2014/15

6. In July 2014 Welsh Government introduced Part-Time Tuition Fee Loans which allowed new part-time entrants from all backgrounds equality of access to higher education, providing they had not already received a qualification at the same or higher level than the qualification they were intending studying for and were studying at or above 25% full-time equivalent (FTE). The non-means tested maximum amount available through the loans system are £2,625 (75% of £3,500) per year. Any new

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<sup>1</sup> [Welsh Government's Higher Education Policy Statement](#)

<sup>2</sup> HEFCW circular [W14/24HE](#)

<sup>3</sup> [Minister for Education and Skills statement on part-time student support](#)

<sup>4</sup> HEFCW circular [W14/28HE](#)

student who wishes to study below 25% FTE will be ineligible for the loan scheme.

7. Continuing students that started their course before 1 September 2014 are not eligible for a Welsh Government Part-Time Tuition Fee Loan and are required to either self-fund or apply to other funding sources. The Welsh Government's means-tested Part-Time Fee Grant remains available to continuing students that started their course before 1 September 2014 but is broadly aimed at those studying at an intensity of at least 50% FTE (courses must be completed in no more than twice the time it would take to complete the full-time equivalent). The maximum grant available is £1,025, lower than the maximum HEFCW Fee Waiver for students that commenced their studies prior to 1 September 2014.

### **HEFCW's part-time undergraduate fee waiver scheme**

8. As described above, the introduction of the Welsh Government Part-Time Tuition Fee Loans in 2014/15 has enabled all new eligible part-time students, studying at or above 25% FTE to have access to financial support for higher education. Therefore HEFCW's part-time fee waiver scheme was amended to support those institutions providing financial support for certain groups of students not eligible for the Welsh Government's Part-Time Tuition Fee Loan. There are separate criteria within the HEFCW scheme for students that commenced their studies prior to 1 September 2014 and students that commenced their studies on or after 1 September 2014.
9. The following forms the basis of HEFCW's fee waiver scheme:
  - HEFCW retained its previous fee waiver scheme criteria for eligible students that commenced their studies prior to 1 September 2014, regardless of intensity of study;
  - HEFCW introduced new fee waiver scheme criteria for eligible students that commenced their studies on or after 1 September 2014 studying below 25% FTE (fewer than 30 credits).
10. Intensity of study will normally be measured in credit values, therefore a fee waiver grant will not be provided for any student that commenced their studies on or after 1 September 2014 that studies 30 credits or more over an academic year. In the situation that a student initially undertakes fewer than 30 credits but subsequently adds to this during the academic year institutions will be unable to claim a HEFCW fee waiver grant. However, we would encourage institutions to continue to provide that fee waiver where possible in order not to discourage students who decide they would like to study more credits.
11. The maximum funding available to students that:
  - commenced their studies prior to 1 September 2014 is £1200 per annum

- commenced their studies on or after 1 September 2014 is £875 per annum.
12. In order to provide clear guidance information is provided separately below on the position:
- for continuing students that commenced their studies prior to 1 September 2014; and
  - for new and continuing students that commenced their studies on or after 1 September 2014.
13. Please note that guidance<sup>5</sup> issued last year which informed estimates for the 2014/15 academic year referred to the two fee waiver criteria as *continuing students* and *new students*. This year the guidance has been amended to those detailed in paragraph 12 to reflect that there will be continuing students that commenced their studies on or after 1 September 2014.

### **Continuing students that commenced their studies prior to 1 September 2014**

#### **Criteria for eligibility**

14. Continuing students that commenced their studies prior to 1 September 2014 are excluded from applying for a Welsh Government Part-Time Tuition Fee Loan but they might be eligible for a Welsh Government Fee Grant.
15. The following continuing students that commenced their studies prior to 1 September 2014 are eligible for an institution to claim a fee waiver grant( if the student meets the course and personal eligibility criteria):
- a student that is in receipt of a fee grant but it is insufficient to cover the full cost of tuition fees that year<sup>6</sup>;
  - a student studying below 50% FTE.
16. In order for an institution to claim for a HEFCW fee waiver grant on behalf of a student, the institution must be satisfied that the eligibility criteria under two headings have been met:
- course
  - personal

<sup>5</sup> HEFCW circular [W14/28HE](#): The HEFCW part-time undergraduate fee waiver scheme

<sup>6</sup> Students are only eligible for up to £1200 in total combined from both schemes. For example, if their fees are £1300 and they receive the maximum fee grant of £1025, an additional £175 will be available to institutions from HEFCW's scheme. Students will need to self-finance any amount above £1200.

## Course criteria

17. A student must:

- (i) be studying part-time and have commenced their studies prior to 1 September 2014. The definition of part-time study is that used by HEFCW in its 2014/15 Higher Education Students Early Statistics survey (HESES).<sup>7</sup>

HEFCW recognises that part-time students do not necessarily follow a course of study on a traditional academic year basis; however, for administrative simplicity the grant scheme will be based on the financial year for institutions, 1 August to 31 July.

- (ii) be registered, as a continuing student, on a programme with the aim of obtaining a recognised undergraduate higher education qualification; or on a course, module or unit which enables credit to be obtained towards a recognised undergraduate higher education qualification.

The following qualifications are recognised for the purpose of the scheme:

- First degree
- Foundation Degree
- HNC
- HND
- Other undergraduate credit-bearing higher education award which is funded by HEFCW.

Students who already have any of the above qualifications and are studying for a qualification that is of the same level or lower will not be eligible for a fee waiver. Non credit-bearing courses and postgraduate courses do not qualify for the scheme.

Students are not eligible for funding to repeat a course or any modules or units within a course under any circumstances.

- (iii) be studying on a course which corresponds to ten credit values or more as defined by the Credit and Qualifications Framework Wales (CQFW) credit framework.

Where an institution has not formally attributed CQFW credit values to elements of its programmes, notional credit values will have been determined on the basis of the CQFW standard of 120 credit values equalling one academic year of higher education experience for undergraduates.

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<sup>7</sup> HEFCW circular [W14/40HE](#) HEFCW's 2014/15 HESES survey

## Personal criteria

18. A student enrolled on an eligible course must:

- (i) be classed as eligible for funding according to the definition provided in HEFCW's HESES survey.
- (ii) be Welsh domiciled (provision of a Welsh address by the student would usually be considered sufficient evidence of Welsh domicile).
- (iii) meet **at least one** of the conditions set out under (a) to (d) below:

(a) the student's family is in receipt of:

Universal Credit;  
Income support;  
Income based jobseekers allowance;  
Housing benefit;  
Pension credit;  
Council Tax Reduction;  
Working Tax Credits

(b) the student is in receipt of:

Employment and Support Allowance;  
Personal Independence Payment;  
Severe Disablement Allowance;  
Disability Living Allowance;  
Attendance Allowance;  
Incapacity Benefit;  
Carer's Allowance

*Information on the benefits which are listed above and the definitions of terms used in these benefits are available on the DWP website ([www.dwp.gov.uk](http://www.dwp.gov.uk))*

- (c) The student is a registered jobseeker, and has been for a continuous period of no less than six weeks prior to the date of application for fee waiver.
- (d) The sole income to the student's family is Department for Work and Pensions benefits

For the purpose of the criterion (a) the definition of 'family' is as follows:

- married, civil partnership or unmarried couple, **or**
- married or unmarried couple or couple in a civil partnership with dependent children, **or**
- lone parent with dependent children

## **Evidence required**

19. To be eligible under the criteria in paragraph 18 (iii) students must provide their institution with official documentary evidence of their entitlement. This, for example, may be in the form of a letter from Jobcentre Plus confirming the claimant's name, address and benefit entitlement.
20. Evidence under the criteria in paragraph 19 should be obtained prior to fees being waived. The institution should retain evidence of the documentation, for example, by recording the evidence obtained on a form, or taking a photocopy of relevant documents. HEFCW may wish to audit this evidence at a later date.

## **Changes in circumstances**

21. A material change in circumstances may result in a student becoming, or ceasing to become, eligible for fee waiver during a period of study. Where such a case arises, the institution should seek to waive, rebate or claim fees, as appropriate, to an amount reflecting, in broad terms, the remainder of the year's period of study. Institutions should require students to notify them if such a material change in their circumstances arises.
22. A student may decide to change from a full-time to a part-time mode of study. If this change in status results in the student meeting the eligibility criteria then, where it is practical, the student should be able to benefit from the scheme. Such a case must be dealt with in the same way as any other significant change in circumstance.

## **Promoting fee waivers**

23. We would expect institutions to promote fee waiver opportunities to those students that this policy is intended to support, particularly those from widening access backgrounds and with protected characteristics. HEFCW funding is not indefinite and funding schemes are being reviewed on an annual basis. Consequently funding for this scheme could be withdrawn prior to students achieving a full qualification and students should be made aware of this.

## **General points relating to assessment of eligibility**

24. Student status should normally be assessed at the beginning of a programme of study. It should then be reassessed at least once every twelve months thereafter, for the duration of the period of study.

25. Only tuition fees are eligible for fee waiver. The cost of any assessment or examination fees, additional to those included in the tuition fees, is not eligible under this scheme.
26. Higher education providers offering fee waivers under this scheme will be supported through this HEFCW grant. We encourage providers to operate and promote other schemes to support part-time students using, for example, their general resources, or other funding which can be used in support of part-time study.
27. Some cases will fall on the margins of the eligibility criteria set out in paragraphs 17 and 18 above. In such cases, where the award of a fee waiver would, in the view of the institution, clearly be meeting the overall purpose of the scheme, institutions may apply reasonable discretion when testing student eligibility. It is important that the reason for applying discretion is recorded by the institution as this may be audited by HEFCW at a later date. In the event that such cases represent a sizeable proportion of eligible students, that is the higher of 20%, or more than 10 cases, the HEFCW contact on this document should be informed without delay.

### **Fee waiver grant conditions**

28. The following conditions of grant will apply to any payment made under the HEFCW part-time undergraduate fee waiver scheme:
  - Institutions may claim grants only in support of waived tuition fees for those students who are deemed eligible for the HEFCW part-time undergraduate fee waiver scheme, as set out in paragraphs 17 to 18 above. Fees may be waived to the full cost of the course's tuition fees, or a maximum of £1200 per student, whichever is the lower amount.
  - All grants paid must be used for the purposes for which they are provided.
  - Each institution must submit an annual return setting out the total value of fee waivers actually awarded and providing additional details relating to the students benefiting from the fee waiver scheme, as set out in paragraphs 48 to 50 below.
  - HEFCW will adjust the amount of grant paid to an institution in support of student tuition fees waived where the amount that an institution has actually waived is different from its initial estimate for a year. Additional payments required where institutions have underestimated the level of funding required will be subject to the constraints of the overall HEFCW fee waiver budget.
  - Fee waiver scheme grants will not be available where institutions have waived the full tuition fee for a student where the same module(s) fees for the same academic year are being supported by a Welsh Government Part-Time Fee Grant. A fee waiver grant might be available where an institution has waived the remainder of student's tuition fee where a Welsh Government Part-Time Fee



Grant has been insufficient to cover the full tuition fee. Details of this exception are detailed above in paragraph 15.

### **New students and continuing students that commenced their studies on or after 1 September 2014**

#### **Criteria for eligibility**

29. In order for an institution to claim for a HEFCW fee waiver grant on behalf of a student, the institution must be satisfied that the eligibility criteria under two headings have been met:
- course
  - personal

#### **Course criteria**

30. A student must:

- (i) be studying part-time at less than 25% of a full-time equivalent student and have commenced their course on or after 1 September 2014. The definition of part-time study is that used by HEFCW in its 2014/15 HESES survey.<sup>8</sup>

HEFCW recognises that part-time students do not necessarily follow a course of study on a traditional academic year basis; however, for administrative simplicity the grant scheme will be based on the financial year for institutions, 1 August to 31 July.

- (ii) be registered, as a new entrant in 2015/16 or a continuing student from no earlier than 1 September 2014, on a programme with the aim of obtaining a recognised undergraduate higher education qualification; or on a course which enables credit to be obtained towards a recognised undergraduate higher education qualification.

The following qualifications are recognised for the purpose of the scheme:

- First degree
- Foundation Degree
- HNC
- HND
- Other undergraduate credit-bearing higher education award which is funded by HEFCW.

Students who already have any of the above qualifications and are studying for a qualification that is of the same level or lower will not

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<sup>8</sup> HEFCW circular [W14/40HE](#): HEFCW's 2014/15 HESES survey

be eligible for a fee waiver. Non-credit bearing courses and postgraduate courses do not qualify for the scheme.

Students are not eligible for funding to repeat a course or any modules or units in a course under any circumstances.

- (iii) be studying on a course which corresponds to ten credit values or more as defined by the CQFW credit framework.

Where an institution has not formally attributed CQFW credit values to elements of its programmes, notional credit values will have been determined on the basis of the CQFW standard of 120 credit values equalling one academic year of higher education experience for undergraduates.

- (iv) be studying at less than 25% of a full time equivalent student. This will be measured in credit values relative to an assumed standard 120 credit year for a full-time undergraduate student and so equate to studying for less than 30 credits for the academic year of the fee waiver.

In the event that any student studies for 30 or more credits over the academic year they will cease to be eligible for the HEFCW part-time fee waiver scheme but institutions are encouraged to continue providing that fee waiver without the HEFCW grant.

### **Personal criteria**

31. A student enrolled on an eligible course must:

- (i) be classed as eligible for funding according to the definition in HEFCW's HESES survey.
- (ii) be Welsh domiciled (provision of a Welsh address by the student would usually be considered sufficient evidence of Welsh domicile).
- (iii) meet **at least one** of the conditions set out under (a) to (d) below:

(a) the student's family is in receipt of any one of the following:

Universal Credit;  
Income support;  
Income based jobseekers allowance;  
Housing benefit;  
Pension credit;  
Council Tax Reduction;  
Working Tax Credits

(b) the student is in receipt of any one of the following:

Employment and Support Allowance;  
Personal Independent Payment;  
Severe Disablement Allowance;  
Disability Living Allowance;  
Attendance Allowance;  
Incapacity Benefit;  
Carer's Allowance

*Information on the benefits which are listed above and the definitions of terms used in these benefits are available on the DWP website ([www.dwp.gov.uk](http://www.dwp.gov.uk)).*

- (c) The student is a registered job seeker, and has been for a continuous period of no less than six weeks prior to the date of application for fee waiver.
- (d) The sole income to the student's family is Department for Work and Pensions benefits

For the purpose of the criterion (a) the definition of 'family' is as follows:

- married, civil partnership or unmarried couple, **or**
- married or unmarried couple or couple in a civil partnership with dependent children, **or**
- lone parent with dependent children

### **Evidence required**

- 32. To be eligible under the criteria in paragraph 31 (iii) students must provide their institution with official documentary evidence of their entitlement. This, for example, may be in the form of a letter from Jobcentre Plus confirming the claimant's name, address and benefit entitlement.
- 33. Evidence under paragraph 32 should be obtained prior to fees being waived. The institution should retain evidence of the documentation, for example, by recording the evidence obtained on a form, or taking a photocopy of relevant documents. HEFCW may wish to audit this evidence at a later date.

### **Changes in circumstance**

- 34. A material change in circumstances may result in a student becoming, or ceasing to become, eligible for fee waiver during a period of study. Where such a case arises, the institution should seek to waive, rebate or claim fees, as appropriate, to an amount reflecting, in broad terms, the remainder of the year's period of study. Institutions should require

students to notify them if such a material change in their circumstances arises.

35. A student that initially undertakes fewer than 30 credits but subsequently adds to this during the academic year will be ineligible for the HEFCW part time fee waiver scheme. In this case institutions are encouraged to continue providing that fee waiver without the HEFCW grant.
36. A student may decide to change from a full-time to a part-time mode of study. If this change in status results in the student meeting the eligibility criteria then, where it is practical, the student should be able to benefit from the scheme. Such a case should be dealt with in the same way as any other significant change in circumstance.

### **Promoting fee waivers**

37. We would expect institutions to promote fee waiver opportunities to those students that this policy is intended to support, particularly those from widening access backgrounds and with protected characteristics. HEFCW funding is not indefinite and funding schemes are being reviewed on an annual basis. Consequently funding for this scheme could be withdrawn prior to students achieving a full qualification and students should be made aware of this.

### **General points relating to assessment of eligibility**

38. Student status should normally be assessed at the beginning of a programme of study. It should then be reassessed at least once every twelve months thereafter, for the duration of the period of study.
39. Only tuition fees are eligible for fee waiver. The cost of any assessment or examination fees additional to those included in the tuition fees is not eligible under this scheme.
40. Higher education providers offering fee waivers under this scheme will be supported through this HEFCW grant. Providers may, in addition operate other schemes to support part-time students using, for example, their general resources, or other funding which can be used in support of part-time study.
41. Some cases will fall on the margins of the eligibility criteria set out in paragraphs 30 and 31 above. In such cases, where the award of a fee waiver would, in the view of the institution, clearly be meeting the overall purpose of the scheme, institutions may apply reasonable discretion when testing student eligibility. It is important that the reason for applying discretion is recorded by the institution as this may be audited by HEFCW at a later date. In the event that such cases represent a sizeable

proportion of eligible students, that is the higher of 20%, or more than 10 cases, HEFCW should be informed without delay.

### **Fee waiver grant conditions for new and continuing students starting on or after 1 September 2014**

42. The following conditions of grant will apply to any payment made under the HEFCW part-time undergraduate fee waiver scheme:
- Institutions may claim grants only in support of waived tuition fees for those students who are deemed eligible for the HEFCW part-time undergraduate fee waiver scheme, as set out in paragraphs 30 and 31 above. Fees may be waived to the full cost of the course's tuition fees, or the maximum of £875, whichever is the lower amount.
  - All grants paid must be used for the purposes for which they are provided.
  - Each institution must submit an annual return setting out the total value of fee waivers actually awarded and providing additional details relating to the students benefiting from the fee waiver scheme, as set out in paragraphs 48 to 50 below.
  - HEFCW will adjust the amount of grant paid to an institution in support of student tuition fees waived where the amount that an institution has actually waived is different from its initial estimate for a year. Additional payments required where institutions have underestimated the level of funding required will be subject to the constraints of the overall HEFCW fee waiver budget.

### **General conditions of grant**

#### **Basis of HEFCW grant payments to institutions**

43. Institutions offering fee waivers under the scheme will be supported through the HEFCW fee waiver grant subject to available funds. The maximum level of funding that can be claimed for any student in an academic year will either be the full cost of the course's tuition fees, or the maximum amount as outlined in paragraph 11, whichever is lower.
44. Each year institutions are invited to claim a grant in support of tuition fees waived by submitting a return to HEFCW which sets out an *estimate* of the value of the tuition fees to be waived under this scheme, and an *estimate* of the number of students expected to benefit, together with the corresponding overall number of credit values.
45. The estimates of the value of fee waivers provided in the returns from institutions will be used as the basis of a payment from HEFCW to support institutions for these fees. These payments will be made in January of each year, on the basis that the evidence below is submitted.

46. Institutions who have benefited from a fee waiver scheme grant are required to submit an annual return setting out the *actual* value of fees waived under the scheme. We compare the *actual* value of fee waivers with the early *estimate* received the previous November. Any difference between the two will be recognised in the payment of grant for the following year made in January, subject to the constraints of the overall fee waiver budget. In the event that it had been estimated that a student would undertake fewer than 30 credits but actually undertook 30 credits or more, a deduction will be made from the payment of grant the following year.
47. Institutions are asked to provide details of the *actual* value of fees waived in 2014/15, by completing the pro-forma at **Annex A**<sup>9</sup>, and provide an *estimate* claim for fee waiver costs in 2015/16 by completing the pro-forma at **Annex B**. These should both be returned to HEFCW by **Friday 13 November 2015**.

Date	Action
November 2015	Institutions provide HEFCW with the actual value of fee waivers for 2014/15 students
	Institutions provide HEFCW with an estimated value of fee waivers for 2015/16 students
December 2015	HEFCW compare the actual value of fee waivers for 2014/15 students with the estimated value of fee waivers for 2014/15 students submitted in November 2014 to establish whether there is a variance between the two figures.
	HEFCW links the data returned with that held on the HESA student record and performs a series of checks.
January 2016*	HEFCW pay institutions based on the estimated value of fee waivers for 2015/16 students, adjusted for any variance calculated between the estimated and actual fee waivers for 2014/15 students.
*This date is subject to checking the institutions' claim with the detail on HESA's student record.	

### Monitoring requirements

48. In order to assess the effectiveness of the scheme we require that you submit some information relating to the actual students benefiting from it. These items are set out below.
- (i) HESA Data:

<sup>9</sup> Estimates were provided in relation to criteria detailed in circular [W14/28HE: The HEFCW part-time undergraduate fee waiver scheme](#). Whilst the criteria have not been amended the terminology in this document is slightly different to that detailed in this document.

- student identifier (HUSID as returned on the HESA student record 2014/15). The full 13 digits of the identifier must be returned.
- student instance identifier (NUMHUS as returned on the HESA student record 2014/15)

(ii) Institutional data:

- actual fee waived in £s with no rounding applied
- indicator of qualifying criterion in terms of low income, unemployment or discretion applied
  - the following codes (1, 2 or 3) should be used:
    1. Student is a registered job seeker
    2. Student or student's family are in receipt of qualifying benefits, or DWP benefits are the family's sole source of income
    3. Discretionary

Where a combination of categories applies, the first applicable on the list should be used (i.e. if 1. applies, return code 1. even if 2. also applies.)

- whether the student qualified under the scheme as a student that commenced their studies prior to 1 September 2014 or a student that commenced their studies on or after 1 September 2014. The following codes (1 or 2) should be used:
  1. Prior to 1 September 2014
  2. On or after 1 September 2014

49. In determining the data requested, HEFCW has sought to minimise the burden on institutions of administering the scheme by relying as far as possible on information already collected. Consequently, the data returned above will be linked using the student and instance identifiers to the data returned on the HESA student record for 2014/15. It is therefore important to ensure that the correct identifiers are returned for each student that had a fee waived under the scheme. In 2015/16, the additional data requested above are being collected via the HESA student record. Two variables have been added to the student record, INSTANCE.FEEWAIVETYPE and INSTANCE.FEEWAIVEAMT, which collect the reason for the fee waiver and the amount of fee waiver for the student instance respectively. Further information can be found on the HESA website<sup>10</sup>.

50. This information on actual fees-waived and the students in receipt of the fee-waiver in 2014/15 should be submitted to HEFCW by **Friday 13 November 2015** using the pro-forma attached at **Annex C**. The total of the actual fees waived as returned on the spreadsheet must correspond to that returned on the form at **Annex B**. Annexes B and C will be checked for consistency on receipt and the data returned in Annex C will be linked to the HESA student record for 2014/15. If institutions expect

<sup>10</sup> [HESA student record changes for 2015/16](#)

that their list of student and instance identifiers cannot be matched exactly to the HESA student record, they should provide an explanation for this on submission of the data. Any adjustments to payments for 2014/15 will be made once any queries relating to consistency and linking have been resolved.

### **Assessing the impact of our policies**

51. As part of our policy development process we have undertaken an initial screening to consider the impact of this document on individuals with protected characteristics and groups underrepresented in higher education. This screening did not identify any negative implications nor unforeseen consequences for individuals with protected characteristics. The outcomes of this screening are available on request. We will continue to consider the impact of policies on equality and diversity, the Welsh language, and Welsh language provision, and on sustainability within the HE sector in Wales.
52. Institutions are responsible for impact assessing any part-time developments, taking into account the impact on individuals with protected characteristics in relation to age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion and/or belief, sex and sexual orientation. Contact [equality@hefcw.ac.uk](mailto:equality@hefcw.ac.uk) for more information about equality impact assessments.